



PLANNING AND STRATEGY MANAGEMENT | PSM-017

Strategy Office and Institutional Excellence

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Course content

Why Attend

Many organisations establish strategy offices or institutional excellence units to coordinate planning, performance and transformation. These units must add value rather than bureaucracy.

This Aractech course covers strategy office mandates and models, strategic planning cycles, performance management, initiative and portfolio management, excellence models, governance and reporting, and building capability. Participants design a strategy office operating model.

Course Methodology

- Case studies
- Operating model workshops
- Group discussions
- Planning exercises
- Reviews

Course Objectives

- Define strategy office mandates and models
- Run strategic planning cycles
- Manage organisational performance
- Oversee strategic initiatives and portfolios
- Apply institutional excellence models
- Govern and report strategy execution

Target Audience

- Strategy office staff
- Institutional excellence managers

Course content

- Planning directors
- Performance managers

Course outline

Detailed course outline

Day-by-day outline for Strategy Office and Institutional Excellence.

Day 1 - Strategy Office Role

- 09:00-09:45 | Purpose and mandates
- 09:45-10:30 | Models
- 10:30-11:00 | Stakeholders
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Stakeholders (continued)
- 11:45-12:30 | Value
- 12:30-14:00 | Exercise: Mandate definition

Day 2 - Planning Cycle

- 09:00-09:45 | Strategic planning process
- 09:45-10:30 | Annual planning
- 10:30-11:00 | Budget links
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Budget links (continued)
- 11:45-12:30 | Cascading
- 12:30-14:00 | Workshop: Planning calendar

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Day 3 - Performance and Initiatives

- 09:00-09:45 | Performance frameworks
- 09:45-10:30 | KPIs
- 10:30-11:00 | Initiative management
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Initiative management (continued)
- 11:45-12:30 | Portfolio
- 12:30-14:00 | Exercise: Performance dashboard

Day 4 - Institutional Excellence

- 09:00-09:45 | Excellence models
- 09:45-10:30 | Assessments
- 10:30-11:00 | Improvement
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Improvement (continued)
- 11:45-12:30 | Awards
- 12:30-14:00 | Case study: Government excellence programme

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Day 5 - Governance and Capability

- 09:00-09:45 | Governance
- 09:45-10:30 | Reporting
- 10:30-11:00 | Skills
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Skills (continued)
- 11:45-12:30 | Operating model
- 12:30-14:00 | Capstone: Strategy office design

Seminar dates

Available seminar dates

Live dates and pricing for Strategy Office and Institutional Excellence generated from the course details page.

Date	Location	Format	Fee
2 - 6 November 2026	Vienna	Classroom	€3,225
21 - 25 December 2026	Barcelona	Classroom	€2,815
18 - 22 January 2027	Istanbul	Classroom	€1,978
15 - 19 February 2027	Rome	Classroom	€3,460
15 - 19 March 2027	Geneva	Classroom	€4,315
19 - 23 April 2027	Amsterdam	Classroom	€2,830
17 - 21 May 2027	Geneva	Classroom	€4,315
21 - 25 June 2027	Istanbul	Classroom	€1,978
19 - 23 July 2027	Vienna	Classroom	€3,225
16 - 20 August 2027	Barcelona	Classroom	€2,815

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